

**NOTICE OF POSTING**  
**POSTING DATE: 8/06/2015**  
**CLOSING DATE: 8/20/2015**

**Recruitment of external applicants is underway concurrent with this posting.**  
**Resumes and letters of interest can be submitted via email to [employment@cambridgema.gov](mailto:employment@cambridgema.gov).**  
**Cambridge residents are especially encouraged to apply.**

**POSITION & DEPARTMENT:** Library Clerk/Youth Services Department  
Cambridge Public Library (Main Library) & O'Connell Branch

**JOB CODE/POSITION #:** L422-715

**CIVIL SERVICE;** Non-Civil Service

**HOURS OF WORK:** 15 hours per week: Mondays 9am – 5pm, and Fridays 12pm – 5pm at the Main Library and Tuesdays 11:00am-2:00pm at the O'Connell Branch. The O'Connell Branch is currently undergoing renovations, and as such, the position will work all of the above hours at the Main Library Youth Services department until further notice. Candidates are expected to have a flexible approach to hours and will be assigned hours and locations based on the needs of the Library.

**UNION AFFILIATION:** CPLSA, Local 4928

**DUTIES & RESPONSIBILITIES:** Using basic library techniques and skills under the general supervision of the professional staff, shelves and organizes materials, performs circulation, reader's advisory and other duties relating to the provision of library service to children, teens, caregivers, and teachers.

- Maintains orderliness and neatness in the department; shelves materials and reads shelves as necessary
- Assists borrowers in locating books and materials, referring them if necessary to the full time staff members
- Performs functions related to circulation control, including issuing new library cards, placing holds, check-ins, checkouts, inquiries, renewal and data entry
- Operating various equipment in the presentation of library programs
- Assisting in the planning and implementation of programs for adults and children
- Any other duties required by the Manager of Youth Services for the good of the department and the library

**MINIMUM REQUIREMENTS:**

High school diploma or high school equivalency required. A bachelor's degree or coursework beyond high school is desirable. Requires working knowledge of basic public library concepts and resources, competency to follow oral and written instructions accurately and thoroughly, competency to operate a computer terminal, adaptability and dependability to work well in a team situation, flexibility to fill in during scheduling emergencies and vacation periods, ability to recognize situations that require referral to the full time staff, an interest in and enthusiasm for working with the public, tact, patience, maturity, friendliness.

**PHYSICAL DEMANDS:**

Physically able to operate technical equipment such as computers, scanners, printers, and mobile devices. Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time. Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books or computers and computer equipment. Must be able to pay close attention to details and concentrate on work. Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data or things. Time management ability to set priorities in order to meet assignment deadlines. Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively. Sufficient vision or other powers of observation which permits the employee to read books and patron requests. Sufficient manual dexterity which permits the employee to type and record library files. Sufficient personal mobility and physical reflexes which permits the employee to re-shelve library materials and work at public service desks. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT:**

- Works in assigned area, including office areas, training rooms, library locations, as necessary
- Typical exposure to noise, stress and interruptions in a lively, urban public library
- Attends and participates in continuing educational programs designed to keep abreast of changes in profession

**RATE:** \$ 17.30 to \$20.62 per hour in five steps

**APPLICATION PROCEDURE:** Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest; external applicants submit both your resume and letter of interest **by 5pm** on the closing date via email to: [employment@cambridgema.gov](mailto:employment@cambridgema.gov) or to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312.

**THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CITY OF CAMBRIDGE RESIDENTS ARE ESPECIALLY ENCOURAGED TO APPLY.**